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3. LANGUAGE DEVELOPMENT PROGRAM

a. GENERAL. The purpose of the Language Development Program is to develop skills in foreign languages required to discharge the mission and functions of the Agency. The program calls for determining requirements for foreign language competence, training and testing personnel, and maintaining necessary records.

b. DEFINITION. For the purposes of this regulation professional positions and personnel are those so identified in the subcategory codes of the Occupational Handbook of Position Titles and Codes published by the Office of Personnel.

c. POLICY

(1) Each organizational unit which needs language-qualified personnel to carry out its mission will be called, for the purposes of this regulation, a Language Unit. Such a unit may be of any size or at any level of organization (section, branch, staff, base, station, or other). For each Language Unit will be recorded the languages needed, the number of requirements at each level of proficiency, and the minimum number of language-qualified personnel needed to satisfy all the requirements.

(2) A Language Unit's language requirements may be either specific or general. Specific language needs are those identified with particular positions, to be called Specific Language Positions. General language needs are those which can be satisfied as long as there is an adequate pool of language qualified personnel in the unit. Certain positions will be identified as General Language Positions. Not everyone assigned to a General Language Position must have language competence but among the personnel so assigned there must be enough language qualified personnel to give the unit a sufficient inventory of language skills to meet the requirements recorded in accordance with subparagraph c(1) above.

(3) By 1 January 1971, unless a waiver is granted in each case by the Deputy Director concerned:
   (a) Any employee occupying a Specific Language Position must have a tested proficiency in the required language at the required level, and
   (b) Any new assignee to a General Language Position must have a tested proficiency in a language and at a level which fills one of the unit's general language needs if any of those needs is unfilled.

(4) An employee's proficiency test score in a foreign language is considered valid for three years only, unless:
   (a) The employee is stationed in a country where the language is the primary language,
   (b) The employee uses the language regularly in his work, or
   (c) The employee has previously been tested and has demonstrated a native level of proficiency in the language.

(5) All professional employees in headquarters on 1 January 1971, except those who are to retire within five years, must have valid test scores for the foreign languages in which they claim any degree of knowledge.

(6) All newly hired professional employees will be tested for language aptitude. When a new employee is determined to have knowledge of a foreign language, his proficiency will be tested.

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(7) All professional PCS returnees from overseas [   ]
[   ] who have any degree of knowledge of a foreign language will have
their proficiency tested, subject to the provisions of subparagraph c(4)
above.

(8) Staff personnel assigned to headquarters or [   ] field
stations may acquire language proficiency through directed or voluntary
study at internal or external facilities.

(9) Language requirements are to be reviewed and updated by 1 December
of each year.

d. RESPONSIBILITIES

(1) Each Deputy Director will:

(a) Identify the Language Units of his directorate. For each such unit
he will determine the languages needed, the necessary proficiency
levels, the number of requirements at each level, and the minimum
number of language-qualified personnel to satisfy the unit's language
requirement, and identify positions in that unit according to the
descriptions given in subparagraph c(2) above.

(b) Insure that his directorate has an adequate number of employees
with tested foreign language capability to satisfy the directorate's
requirements.

(c) Submit to the Language Development Committee by 1 January of
each year a report of the number of employees for whom language
requirements have been waived during the preceding year.

(d) Subject to the provision of subparagraph c(4) above, refer profes-
sional PCS returnees from overseas [   ] to
the Office of Training for scheduling of language proficiency tests.

(e) Formulate within one year after the issuance of this revised regula-
tion a directorate policy for the development of language skills,
considering, in addition to the specific operational needs of his di-
rectorate:

(1) The language requirements for junior professional officers,

(2) Encouragement of a courtesy level proficiency in the language of
the host country for professional and nonprofessional employees
assigned overseas,

(3) Inclusion of evaluative comments on relevant language skills in
fitness reports,

(4) Language aptitude and foreign language proficiency as factors
in recruitment of new Agency employees, and in the determina-
tion of entrance grades,

(5) Use of Language Proficiency Step Increases as incentives for self-
study of languages for which the directorate has a priority need,
for superior achievement in sponsored study of such languages,
and for development while assigned overseas of usable proficiency
in any language through self-study and personal effort,

(6) Language competence as a factor in promotion.

(2) The Director of Personnel will:

(a) Record the language and proficiency level requirements of Language
Units and record all language positions by type of designation.

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　　　　(b) Provide summary statistical reports to the Deputy Directors and to the Language Development Committee, as required.

　　　　(c) Refer all newly employed professional personnel who were not tested as applicants to the Office of Medical Services for scheduling of the Agency's language aptitude test.

　　　　(d) Refer all professional employees who are entering on duty and who claim a knowledge of a foreign language to the Office of Training for scheduling of language proficiency tests.

　　(3) The Director of Training will:

　　　　(a) Define the levels of foreign language proficiency.

　　　　(b) Provide or arrange for all foreign language training as required by the Deputy Directors.

　　　　(c) Provide or arrange for all foreign language proficiency testing.

　　　　(d) Record and report to the Deputy Director concerned and to the Office of Personnel the tested language proficiency of employees.

　　　　(e) Certify individual employee language proficiency as required by the Deputy Director concerned.

　　　　(f) When applicable, schedule professional employees entering on duty or returning PCS from overseas or domestic field stations and such others as the directorates designate for language proficiency tests.

　　(4) The Director of Medical Services, through his Assessment and Evaluation Staff, will administer, directly or in conjunction with the Office of Personnel, the Agency's language aptitude tests and report the scores to the Office of Personnel for filing in official personnel files.

　　(5) The Language Development Committee, consisting of one representative of each Deputy Director, one from the Office of Personnel, and the Director of Training or his Deputy, with the representative of the Office of Training as the chairman, will:

　　　　(a) Advise senior Agency officials on policies and procedures related to the Agency's foreign language program.

　　　　(b) Prepare an annual progress report on the Agency's foreign language program for the Director of Central Intelligence.

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1 November 1966

LANGUAGE PROFICIENCY CODE

N = Tested - Native
H = Tested - High
I = Tested - Intermediate

P = Tested - Native (Disclaimed)
J = Tested - High (Disclaimed)
K = Tested - Intermediate (Disclaimed)

5 = Claim - Native
4 = Claim - High
3 = Claim - Intermediate

9 = Claim - Native (Disclaimed)
8 = Claim - High (Disclaimed)
7 = Claim - Intermediate (Disclaimed)

E = Tested - Elementary
S = Tested - Slight
Z = Tested - Zero

F = Tested - Elementary (Disclaimed)
T = Tested - Slight (Disclaimed)
Z = Tested - Zero   (Disclaimed)

2 = Claim - Elementary
1 = Claim - Slight
0 = Claim - None

6 = Claim - Elementary (Disclaimed)
0 = Claim - Slight   (Disclaimed)
0 = Claim - None   (Disclaimed)

Duplicate codes 2 3

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